



What is WorkSmart?

WorkSmart is an Internet application designed to offer entry-level job seekers and workforce re-entrants "soft" skills and occupational information to assist them in obtaining employment.

WorkSmart is a useful tool for both job seekers and workforce preparation professionals who provide job readiness counseling and career information to job seekers.

WorkSmart Features

- On-line
- Self-help tool
- Easy to use
- Job descriptions and wages
- Workplace photographs
- Job search resources

Contents

"Getting Job Ready"

Describes the skills necessary to conduct a successful job search and provides tips on:

- Appearance
- Attitude
- Timeliness
- Commitment to the job
- Planning ahead to arrange childcare or transportation

"Job Titles"

Provides the descriptions of 50 entry and mid-level occupations:

- Wages
- Employment outlook
- Career growth opportunities
- Entrance requirements

"How to Find a Job"

Provides resources for finding available jobs:

- Employment Development Department
- One-Stop offices
- Internet sites
- Libraries

"Tips for Success"

Offers instructions about how to:

- Fill out an application
- Write a résumé and cover letter (samples included)
- Prepare for an interview

Contact:

Employment Development Department
Labor Market Information Division
(916) 262-2162

www.calmis.ca.gov